



USAG WIESBADEN



WELCOME TO YOUR REASSIGNMENT BRIEFING ONLINE PART 1 OF 3

**Central Processing Facility is located in
building 1023W 1st floor of the Welcome
Center**



USAG WIESBADEN



Sponsorship

- If you have not been assigned a sponsor at your gaining unit then please click [HERE](#) , select your new duty station and then select “Request a sponsor” on the left, under “Do you have orders?”.
- If you are remaining in USAREUR, then you may also visit http://www.imcom-europe.army.mil/webs/sites/europe_life/s_gate/index.html for more information and to request a sponsor.
- Please go to the following website and fill out the DA form 5434 for sponsorship. This document must be filled out and submitted to the Relocation Assistance Officer prior to clearing the community.
<http://www.apd.army.mil/pub/eforms/pureedge/a5434.xfdl>
- The Relocation Assistance Officer is located at the ACS in Hainerberg Housing, and can be reached at DSN: (314)335-5392 Civ: (0611) 408-0392



USAG WIESBADEN



DOCUMENTS REQUIRED TO PICK UP YOUR CLEARING PAPERS

1. Orders, Pre Clearance Questionnaire must be turned in at a minimum of two working days before picking up DA 137-E (Clearing Papers).

To pick up clearance papers you must have a recent ERB/ORB and Flight Itinerary brought to room 115 or 119 at the Welcome Center.

2. **You MUST be in Uniform to pick up your clearing papers and to final out.**

3. Only Exceptions are: memo signed by commander LTC and above, CID, Pregnant soldiers, or a signed DA 31 if you are on Leave



USAG WIESBADEN



1. Clearance papers are issued 12 working days from your fly date (**provided pre clearance questionnaire was turned in prior**).
2. You are authorized a maximum of 10 working days to clear.



USAG WIESBADEN



CLEARING INFORMATION

1. You **CANNOT** depart **BEFORE** your Aval Date
2. You may fly up to 6 days past your Aval Date.
3. Anything beyond 6 days requires an amendment to your orders.
4. The CPF will schedule your final out processing dates for **Finance**, **CIF**, and the **CPF**.
5. When you return for your final out processing appointment, **EVERYTHING** on your clearing papers must be signed off to include **Commanders signature**.
6. Your final out processing appointments are CPF, FINANCE, and PERSONNEL (**if applicable**).



USAG WIESBADEN



On your final out day you must have a copy
of your Perstempo Printout from S1
(can also be found on AKO).

Important note for NCO's, Officers, Warrants:
Do you have your Evaluation Report?



USAG WIESBADEN



WANT TO SELL ANYTHING PRIOR TO PCS?

If you have items that you would like to try to sell prior to PCS'ing, you can put it on a 3x5 card or a computer generated itemized list and we will post it downstairs at the Welcome Center. Be sure that you include valid contact information.

See the ITC Personnel @ Bldg 1023W in the basement, room 005 or call 337-5419.



USAG WIESBADEN



QUESTIONS?

For assistance regarding clearing please dial

DSN: 337-7072 / 5550

Commercial: 0611-705-7072 / 5550

Additional questions may be directed to the

MPD Chief @ DSN: 337-5515

Commercial: 0611-705-5515



USAG WIESBADEN



PERSONNEL

Reassignments
337- 5304



USAG WIESBADEN



GENERAL GUIDELINE 1

1. All Soldiers on assignment instructions will be notified through their S-1.
2. Soldiers with family members (dependents), must bring an updated copy of their DD Form 93 (Record of Emergency Data) and a copy of their approved DA Form 31.
3. Career/1st Term Soldiers that do not have 13 months time in service from their DEROS to ETS, the Soldier will be briefed on courses of action that they can take to fulfill the PCS requirement i.e. reenlist to meet the 13 month requirement.



USAG WIESBADEN



AVAILABILITY DATE

The availability date is documented on the "Aval date" line of the orders.

1. The availability date for an enlisted soldier is three calendar days before his/her Date Eligible for Return from Overseas (DEROS).

- Example: Soldier has DEROS of 15 May 2008. The soldier's PCS orders will indicate an "Aval date" of 12 May 2008 and the soldier's available date may be any time between 12 May and 18 May 2008.

2. The availability date for an officer is not normally calculated in connection with the officer's DEROS. An officer's "Aval date" is normally based on the reporting date to the next unit of assignment or Temporary Duty (TDY) station, minus the number of days leave approved by the commander, minus seven days for the port call window.

- Example: Officer has a report date of 15 June 2008 to gaining unit or TDY station. The officer has 30 days approved PCS leave by his/her commander. The officer's "Aval date" is 10 May 2008; 15 Jun minus 30 days leave, minus seven-day port call window.



USAG WIESBADEN



ORDERS EARLY REPORT DATE

**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, WIESBADEN
UNIT 29623
APO AE 09096**

ORDERS 00-01

10 January 2003

DOE, JOHN E. 000-00-0000 SPC 0001 AR HHC (WAPBAA) APO AE 09096

You will proceed on permanent change of station as shown. Information concerning your port call will be provided separately.

Assigned to: 0028 OD EOD COMPANY (WB3VAA) FORT BRAGG, NC 28307

Reporting date: 10 July 2003 (Early Reporting Authorized);

Additional instructions:

- (a) You are required to report to Central Processing Facility, Building 1023W, Wiesbaden Army Airfield to receive your DA Form 137 (Clearance Papers) once you have received your orders.
- (b) You may travel by MAC category Y or US Flag Commercial Carrier enroute to your new duty station.
- (c) If you travel by US Flag Commercial Carrier, you may claim reimbursement for the cost of the travel not to exceed the prevailing MAC tariff rate from Ramstein Air Base, Ramstein, Germany to your authorized APOD. You are further authorized mileage and per diem for land travel from your authorized APOD to your next duty station.
- (d) Official travel arranged through commercial travel offices not under contract to the Government is not reimbursable. In the event you need emergency assistance (leave extension, change in port call, family travel problems, etc) you should contact the Army Travelers' Assistance Center at (800) 582-5552. Do not contact your losing or gaining unit.
- (e) Air Mobility Command scheduled passenger airlift will be used to the maximum extent possible. Commercial transportation will only be procured by the Government when it has been determined that AMC cannot meet the movement requirements.
- (f) You are authorized shipment of household goods and privately owned vehicle.
- (g) If you plan to ship personal property at Government expense, contact your local transportation officer within 7 working days after receipt of this order to arrange for shipment. If you ship personal property at Government expense, further contact the transportation office of your new duty station immediately after arrival to arrange for delivery.
- (h) Contact the installation housing office at your new duty station to determine the availability of quarters before entering into any housing agreement. To obtain information on housing at your new duty station, contact the office of the Assistant Chief of Staff for Installation Management website <http://www.onestoparmy.com/main/upgrade-flash.htm>, which contains links to individual installation ACSIM (housing and relocation) websites and other websites regarding relocation.
- (i) If you are authorized permissive temporary duty, you must report to the Housing Office serving in your new duty station on the day your permissive TDY begins with your DA Form 31, to be signed onto the permissive TDY. Permissive TDY will end on the date specified on your DA Form 31, or the date you sign into your new duty station, whichever comes first.
- (j) Information is at your fingertips as you plan your relocation. Access website <http://www.onestoparmy.com/main/upgrade-flash.htm> for all you need to know about your next installation and surrounding communities.
- (k) If you or any family member is affiliated with the U.S. Army Medical Command (MEDCOM) or the Army Medical Department (AMEDD), that family member may be eligible to participate in the transition employment assistance for MEDCOM/AMEDD program. Information regarding eligibility and how to participate is available online at <http://civpers.amedd.army.mil>.
- (l) Upon arrival at your new duty station you are required to enroll yourself and your family members with your new TRICARE region, and reconfirm your DEERS information. For additional information, you can access the TRICARE website at: www.tricare.osd.mil.
- (m) Soldier must arrive at the gaining command worldwide deployable.
- (n) Soldier must depart his/her current installation NLT 20081207.
- (o) Soldier's transportation will be purchased utilizing the Centrally Billed Account (CBA).



USAG WIESBADEN



ORDERS AVAILABILITY DATE

ORDERS 00-01

US ARMY GARRISON WIESBADEN APO AE 09096

DTD 10 Jan 03

(p) You are responsible for reporting to your next duty station or school in satisfactory physical condition, able to pass the Army Physical Fitness Test and meet weight standards.
(q) YOU MUST IMMEDIATELY REPORT TO THE FORT BRAGG WELCOME CENTER, BUILDING 1-3479 UPON ARRIVAL TO FORT BRAGG. IF YOU ARE TRAVELING WITH FAMILY MEMBERS, YOU MAY CONTACT THE FORT BRAGG BILLETING OFFICE (COMMERCIAL (910-396-9510 OR DSN 236-9510). BEFORE YOUR ARRIVAL TO ARRANGE TEMPORARY LODGING. THE WELCOME CENTER WILL SCHEDULE YOUR INPROCESSING APPOINTMENTS AND WILL DIRECT YOU TO THE APPROPRIATE LOCATIONS FOR INPROCESSING AND TEMPORARY LODGING. DO NOT MAKE LONG TERM HOUSING ARRANGEMENTS BEFORE VISITING THE FORT BRAGG HOUSING OFFICE. THE HOUSING OFFICE WILL ASSIST YOU IN FINDING SUITABLE HOUSING WHICH MEETS FORT BRAGG AND ARMY STANDARDS. SOLDIERS REQUESTING A SPONSOR MUST SUBMIT A DA FORM 5434 TO COMMANDER, XV111 ABN CORPS AND FORT BRAGG, ATTN: AFZA-AG-PS, FORT BRAGG, NC 28307-5000.
(r) SOLDIER MUST POSSESS VALID SECURITY CLEARANCE. SOLDIER MUST BE DEPLOYABLE. EARLY REPORT IS AUTHORIZED. POC IS CW2 STOCKARD @ DSN 797-4263.

FOR ARMY USE:

Auth: EDAS Control Data Sheet dtd 9 Sep 08
MDC: 4CE9
Enl/REENLB indict: NA
PPD: NA
PMOS/AOC: 42A1O00YY
Proj specialty: NA
Avail date: 12 May 03
Format: 410

Pers con no: 892008060001
PEBD: NA
Asgd to mgt dsq: 42A1O00YY
Con specialty: NA
CIC: 291A63
Pers scty code: NA

DISTRIBUTION:

AEUPE-PSB-HB (1)
Housing Ofc (1)
Install Trans Ofc (1)
Finance (MTL) (1)
MPF (1)
In/Out Processing (1)
Cdr, 0001 AR HHC, APO AE 09096 (1)
Cdr, 0028 OD EOD COMPANY, FORT BRAGG, NC 28307 (1)
SPC DOE (30)

ARTHUR E. CHENEY
Chief, Military Personnel Services

Direct inquiries concerning these orders should be made to Commander, US ARMY GARRISON WIESBADEN ATTN: MPD, APO AE 09096, DSN: 337-6651, COMM: 49-611 705-6651.



USAG WIESBADEN



DELETION / DEFERMENT / STABILIZATION

1. Deletions, deferments, early arrivals, and stabilizations are authorized For command, personal , operational, or administrative reasons.
2. The standard for submitting deletion, deferment, and early arrival is 60 days from the date of the transmittal of Assignment Instructions.
3. After the initial 60-day screening period, a deletion or deferment request must be submitted within 72 hours of the occurrence of the disqualification.
4. Deletions and deferments for operational requests are based on the needs of the Army/unit, at times, necessitate keeping a soldier at his or her current duty station. This is necessary when unusual continuity of effort and specialized training or experience is required. The request must be processed within 60 days of the EDAS cycle transmittal date signed by a general officer in the local chain of command.



USAG WIESBADEN



CONSECUTIVE OVERSEAS TOUR (COT)

1. Soldiers who volunteer to serve two full consecutive outside continental U.S. (OCONUS) tours are authorized government paid travel for themselves and command sponsored family members to leave locations equal to the distance to the soldier's home of record.
2. Soldiers may travel greater distances provided they pay the additional travel costs. The government paid travel is the only benefit associated with a COT; any leave used is chargeable to the soldier.
3. To be eligible for a COT, soldiers must complete current prescribed tour plus any voluntary extensions and agree to serve another full tour plus leave and travel time between tours. COTs fall into two categories: Intra-Theater (ITTCOT) & In-Place (IPCOT)



USAG WIESBADEN



TDY OPTION

OPTION 2: You may take your family to the new permanent duty station and be authorized 10 days to get them settled prior to going TDY to the school. PAID BY THE GOVERNMENT
(Notes: applies to CONUS to CONUS, and OCONUS to CONUS)

OPTION 4: You may move your family to the TDY location or a designated location at personal expense. This can be a very costly option since there is NO REIMBURSEMENT of travel or lodging expenses involved in getting your family to the TDY location.
(Notes: applies to CONUS to CONUS, CONUS to OCONUS, and OCONUS to CONUS)

The only available options in Germany are Option 2 and 4.



USAG WIESBADEN



AIRBORNE ASSIGNMENT

Per AR 614-200, soldiers on assignment instructions to an airborne position or unit will be utilized for at least 3 years in an airborne position/unit unless physically disqualified, exempted by general Court-martial authority, separated, reassigned by HRC or accepted for another airborne, airborne ranger, special forces or other raining/assignment which is considered by HRC to have higher priority.

Soldiers who have less than 3 years to ETS are still eligible for the assignment; this is not a time remaining in service requirement.

Before issuing assignment orders, the soldier of the proposed assignment must initial emilpo output, AAA-234, indicating acceptance or declination of airborne assignment.

If soldier declines airborne assignment, withdrawal of SQI (P) and deletion of Assignment will be submitted IAW MILPER MESSAGE **10-045** , Dated 17 Feb 10 and AR 614-200 dated 3 Sep 09



USAG WIESBADEN



CBA / IBA OPTION

CBA OPTION (Centrally Billed Account): Soldier will purchase a travel ticket utilizing PCS orders. Local Commercial Travel Office (Wiesbaden SATO) will do the purchase transaction using Soldier's PCS orders.

IBA Option (Individually Billed Account): Soldier will purchase a travel ticket at his/her own expense through Local Commercial Travel Office (Wiesbaden SATO) and receive reimbursement once travel is complete.

Soldier must choose CBA/IBA option for himself/herself and each command sponsored family member (if applicable) in the format provided by our Reassignment Office.



USAG WIESBADEN



Directorate of Emergency Services

DSN: 337-1580 / 5139

Commercial: 0611-705-1580 / 5139





USAG WIESBADEN



What do I do with my POV?

- Click [HERE](#) for information on selling, transferring, donating or shipping your POV.

Staying in Germany?

- For a European Out, you may apply for a translation of your USARER operator's license up to 60 days prior to separation
- You must have a copy of either the residence permit stamp in your passport or German Police Registration (Polizeiliche Anmeldung)
- Contact DSN 386-7280, there is a \$25 fee
- Take the translation to the Zulassungstelle and fulfill the rest of the licensing requirements



USAG WIESBADEN



**THAT CONCLUDES THE
REASSIGNMENT BRIEFING ONLINE
PART 1 OF 3
PLEASE MOVE ON TO PART 2**